

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on November 18, 2010 at 6:00 p.m. at Brown County Central Library, 515 Pine Street, Green Bay WI

PRESENT: TERRY WATERMOLEN, DENISE BELLMORE, CARLA BUBOLTZ, CHRIS FROELICH, MONICA GOLOMSKI, JOHN HICKEY, PAUL KEGEL, KATHY PLETCHER

EXCUSED: TONY THEISEN

ALSO PRESENT: LYNN STAINBROOK, LYNN HOFFMAN, LORI DENAULT, SUE LAGERMAN, CURT BEYLER, DALE CROPPER, (staff); KEVIN RAYE (Brown County Information Services Network Manager); LONN FRYE and TONY ROSALES (FGM Arch); DAVE SACHS (Boldt)

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVAL/MODIFY AGENDA

Motion by Golomski, seconded by Kegel, to approve the agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There were no changes to the minutes and they stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

There were no formal communications but Terry mentioned he received an email complimenting the Pulaski Branch staff.

OPEN FORUM FOR THE PUBLIC

Lynn Stainbrook introduced Lynn Hoffman, the library's new Operations Manager. Lynn H. has experience with Symphony (the automation system) and has already proven to be helpful to staff. Lynn H. said she is pleased to be here and has dove right in by making branch visits and is building a nice rapport with the frontline staff. She will have visited all branches by the end of the next two weeks.

FACILITIES REPORT

a. Central Library Renovation update Lonn Frye and Tony Rosales presented a cost estimate report for the Central Library renovation project. Tony noted, that in addition to energy efficiency goals that would comply with the county's guidelines, the project has three major, service-oriented functional goals: automation integration (RFID); new standards and amenities (as per standards outlined by the Department of Public Instruction); and re-assignment of inefficient space. Upgrading will also be beneficial in eliminating the failure of and securing replacing parts for aged equipment. The layout and efficiencies could realize savings up to \$43,000 annually in utility bills. Denise Bellmore asked how long we could expect to see savings. Dave Sachs responded that it would vary depending on the life of the building systems and energy costs, but approximately 10-15 years.

It had been asked about the possibility of phasing the project. Tony worked hard on trying to come up with a feasible plan to complete the project in parts but could not find a way that made any financial sense. Dave Sachs reminded of additional costs to re-mobilize and the repetitive costs that would exist. Much talk took place about the best, least disruptive way to accomplish this project. In discussing different options, it was decided that the cost of renovation needs to be compared to both the costs of doing nothing or as systems fail.

Tony Rosales pointed out that the specs were written for better public spaces than staff based on other libraries that were comparable.

All agreed that the information and varying components contained in the Space Needs Analysis, the Energy Audit; the Facility Assessment, and this cost estimate, needs to be combined and be made presentation-ready. Concentration will be placed on defining the problems; costs of short-term crisis management; and a long-term proactive solution. It is important, at this stage, to continue to work with the professionals who conducted these studies and prepared the related reports as not to lose momentum. Funds will be sought to allow this.

Lonn Frye, Tony Rosales and Dave Sachs left the meeting at 7:30 p.m.

b. Solar Energy Project at Kress There was no report other than the SEEDs group continues to work on fundraising.

c. Energy Conservation Methods Update Curt reported that there was no significant progress on the ECMs. There are only five Boldt recommendations left; and so other projects that weren't originally planned are now included in the list such as the selection of low VOC interior paint for Weyers-Hilliard. VOC or "volatile organic compound" paints have less odor and less impact on air quality. This will allow the painting to be completed without having to close the branch. Terry Watermolen complimented Curt Beyler on the impressive job he is doing in accomplishing so many projects and recommending environmentally-friendly alternatives.

APPROVE WRIGHTSTOWN BRANCH LEASE A new lease with impressive terms was negotiated by Terry Watermolen and John Hickey with the branch's landlord, Bruce Gajeski. The 15-year agreement is fixed for years 1-7 and years 8-15 will see a maximum cost of living increase of 3%. **Motion** by Froelich, seconded by Golonski, to approve the Wrightstown Branch lease. **Motion carried.**

In the interest of Kevin Raye's time, **Motion** by Pletcher, seconded by Buboltz to move agenda item #9 to before agenda item # 6. **Motion carried.** (In the future, the I.S. report will be listed earlier in the agenda).

INFORMATION SERVICES REPORT ON SERVICES RECEIVED Kevin Raye reported that everything is on schedule with the exception of the laptops. Lynn noted that they were having connectivity issues which are being addressed. Kevin noted that as part of the troubleshooting, they are looking at whether the problem stems from Windows 07 or Deep Freeze – a protection product that clears any changes that may have been made to a laptop and returns it to its original state. The Circulation Department had a printer installed that will print the mailers patrons receive. All VOIP phones have been installed at all locations. Lynn S. asked if it was possible that I.S. backups could be the cause of the public and staff computers crashing. Kevin asked for time and date references so that could be investigated. Kevin did clarify that resources cause slowness – the network itself is not slow.

Regarding Symphony, the Bookmobile has high-powered Wi-Fi and can now run Symphony as any other location does. During her visits to the branches, Lynn H. will be trying to identify issues by collecting information and feedback. Lynn S. indicated that we *are* getting there – it is just a matter of time before all the issues are resolved.

VOIP phone reports were devised by Al Pedi in I.S. Phone reporting software is planned to be purchased next year which will make data gathering and reports much easier.

Kevin Raye left the meeting at 7:55 p.m.

ACCOUNTANT'S REPORT

a. Financial Report The financial report for October was presented. Lori noted that we are under budget but also noted that the unions have not settled yet. John Hickey asked about balances that may be left at the end of year. Depending on the line item where balances exist determines if it can be transferred or not. Open positions in the Acquisitions Department, coupled with the learning curve associated with the new ordering system have compounded the need for additional help. It is difficult to determine where the greatest needs are because procedures are not stable yet. Lynn S. mentioned that WiLs has staff that can come in and analyze work flows and suggest ways to save time and steps. Kathy Pletcher added that whoever comes to help should have good business practice and staff should still keep ordering the best they can so orders do come in and are ready to go. **Motion** by Kegel, seconded by Buboltz, to approve the October, 2010 financial statement. **Motion carried.**

b. Acceptance of Gifts Grants and Donations Motion by Hickey, seconded by Pletcher, to accept the October, 2010 Gifts, Grants and Donation report as presented below:

October, 2010

Friends of the Brown County Library	\$	618.58	Children's Storage Units
Friends of the Brown County Library		621.86	Cen Posters & Framing
Bob & Terri Murphy - In Memory of Lyle O'Connor		50.00	Bookmobile Materials
Friends of the Brown County Library		214.98	Sony Reader & Cover
Friends of the Brown County Library		644.10	Kress Donor Plaques
Friends of the Brown County Library		150.00	Kress Performer
Friends of the Brown County Library		50.00	Kress Performer
Friends of the Brown County Library		100.00	Kress Performer
Friends of the Brown County Library		17.50	Wri Performer
Ashwaubenon		18.59	Donation Box
Bookmobile			Donation Box
East		43.52	Donation Box
Weyers/Hilliard		28.40	Donation Box
Central Circulation		49.26	Donation Box

Kress	41.50	Donation Box
Adult Services	3.29	Donation Box
Pulaski	13.50	Donation Box
Southwest	24.10	Donation Box
Wrightstown	14.17	Donation Box
Total Donations	\$ 2,703.35	

Federal & State Grants

AT&T	\$ 158.40	E-Rate funds
AT&T	9,895.20	E-Rate funds
Total Grants	\$ 10,053.60	

Motion carried.

BUDGET

Lynn indicated that a \$500 maximum pay increase was approved for non-represented staff; an effort to eliminate the Bookmobile was defeated; Tony Theisen argued for bonding for the architectural drawings; and I.S. charge backs dropped slightly. Lynn thanked John and Terry for their hard work, diligence and support of the library at county meetings.

REVIEW COLLECTION DEVELOPMENT POLICY

No changes were suggested to the Collection Development policy other than updating the titles of library administrators since the last approval of the policy took place when the library was operating without a director. **Motion** by Froelich, seconded by Buboltz, to update the titles of Administrative staff in the Collection Development policy. **Motion carried.** The policy will be forwarded to the Ed. & Rec. committee for their information.

NICOLET FEDERATED LIBRARY SYSTEM

John reported that the Resource Library Agreement looks good and the next Board of Directors meeting is in December.

PRESIDENT'S REPORT

Terry welcomed Lynn Hoffman and thanked the Administrative staff for how hard they have worked to operate the library while being without other key positions.

DIRECTOR'S REPORT

Lynn had intended to present a six-month review of annual objectives but, due to lack of time, did not have a complete report. The Director's report was included in the Board packet.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

Carl Buboltz announced that the next "Evening in Tuscany," a fundraiser for the Wrightstown Branch Library, is scheduled for Saturday, March 5. Everyone is encouraged to attend.

ADJOURNMENT

Motion by Buboltz, seconded by Bellmore, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:35 p.m.

NEXT REGULAR MEETING

December 16, 2010

Central Library

515 Pine Street

6:00 p.m.

Respectfully submitted,

Carla Buboltz, Secretary

Sue Lagerman, Recording Secretary

